

*Soaring to new heights with  
Google Cloud Technology*

## City Manager's Message

Jan. 27, 2012

I am excited to announce that the City of Columbia is going Google! We have a vision of achieving excellence in what we value: customers, communication, integrity, teamwork and resources. Google's powerful "cloud technology" provides online data management tools that take our ability to connect, inform and engage to new heights.



Gmail and Google Calendar will help us manage schedules and communications more efficiently. Other apps such as Google Docs, Video and Chat, will allow us to work together from any location, using any device with Internet connection. We will be able to simultaneously edit documents and presentations without having to send attachments or receive multiple versions.

The migration to Google will occur in phases, with communication and support provided every step of the way. You will find phase descriptions and estimated time frame as follows:

### **Pilot Phase (January through mid-February)**

The IT Department and a small group of employees will receive training and begin testing applications.

### **Early Adopters – Mock Go Live Phase (early-March through early-April)**

About 10 percent of our employees will begin using the system and provide valuable feedback to our IT and Google partners.

### **Go Live Phase (mid-April)**

All staff will transition over to Gmail and Calendar. Other Google Apps will be available, as well.

### **Final Transition (June-July)**

Staff will be working to clean up data migration before the contract with Groupwise ends in late July. Older emails will need to be sorted as records or non-records and dealt with accordingly. Calendars will need to be fully migrated. Looking forward, departments will work with IT to determine how Google applications can supplement other legacy programs.

Throughout this process, you will receive constant communication. We will do everything to ensure the transition goes as smoothly as possible. Let's get ready to soar with Google!

Mike Matthes